



Legislative
Service
Bureau

MINUTES

Capital Projects Work Group

September 18, 1997

Second Meeting of the 1997-1998 Biennium

MEMBERS PRESENT

Senator John Jensen, Chairperson

Senator Patty Judge

Representative Chuck Gipp

Representative Pat Murphy

MEETING IN BRIEF

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Minutes prepared by
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1. **Procedural Business.**
 2. **Discussion of Draft RFP.**
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COMMITTEE BUSINESS

1. **Procedural Business.**

Call to Order. The second meeting of the Capital Projects Work Group was called to order by Chairperson Senator John Jensen at 10:05 a.m., Thursday, September 18, 1997, in Committee Room 1, State Capitol, Des Moines, Iowa.

Adjournment. The meeting was adjourned at 11:15 a.m.



Capital Projects Work Group

2. Discussion of Draft RFP.

Background. The Work Group discussed a draft version of a Request for Proposals (RFP) for Space Evaluation and Planning Services for the State Capitol requested by the Capital Projects Work Group at its August 11, 1997, meeting. Copies of a draft version had been mailed to Work Group members prior to the meeting. At the meeting, a revised draft version and a separate excerpt from the revised draft version were distributed. Copies of the revised draft version and the separate pages are on file in the Legislative Service Bureau.

Motion by Representative Murphy. Representative Murphy moved that notice of the RFP be published in the Sunday Des Moines Register on September 21, if possible, or otherwise on September 28. The motion was adopted. It was agreed that the expenses of publication would be charged as a joint expense of the Legislative Council.

Designated Respondent. The Work Group agreed that Mr. Mark Johnson, Senior Legal Counsel, Legislative Service Bureau, would be listed throughout the RFP as the person designated to respond to inquiries and should receive the responses to the RFP.

Proposed Timeline for RFP. The Work Group discussed and approved the following timeline for procedures relating to the RFP:

September 21 or 28	RFP issued by the General Assembly's Legislative Council.
October 21	MANDATORY Vendors' Conference shall be held in Hearing Room 2, Lucas State Office Building, beginning at 1:00 p.m. A tour of the facilities will be taken following the conference. This will be the last day for interpretation concerning this RFP.
October 27	The Capital Projects Work Group will prepare a written response to all pertinent questions submitted by vendors during the conference no later than this date.
November 3	Proposals must be received at the Legislative Council, c/o Legislative Service Bureau, State Capitol, Des Moines, Iowa 50319. An original and ten (10) copies of the proposal must be submitted. Proposals must be stamped-in as received on or before 3:00 p.m. on the proposal due date.
November 10	From the field of qualified vendors, the Capital Projects Work Group will select and notify those vendors to be interviewed.



November 17	At the option of the Capital Projects Work Group, interviews will be held at a location in the Capitol to be determined by the Capital Projects Work Group.
November 18	Selection of the Space Evaluation and Planning Consultant will take place no later than this date.
February 2	Completion of work as provided in the RFP and contract.

Changes in Revised RFP. Mr. Johnson will verify numbers of employees with the various legislative staffs prior to completion of the final draft of the RFP. Space for media covering the Legislature will be added into the RFP under necessary related space. Language will be added to specify that a minimum of nine committee rooms is needed.

Evaluation Process. According to Mr. Mark Willemsen, Department of General Services, the Work Group may wish to interview two or three of the bidders based upon an evaluation of the bids. Bidder interviews generally take from one to one and one-half hours each. Mr. Willemsen volunteered to provide the Work Group with evaluation forms used by the Department of General Services for the evaluation of the bids and for the evaluation of the bidders' interviews. The bidders that the selecting entity believes can complete the project are generally ranked so that if some unforeseen complication occurs and it is not possible to complete a contract with the winning bidder, the selecting entity can select the next highest bidder.

Motion Regarding RFP. Representative Murphy moved that the Work Group approve the RFP as amended and instruct the Legislative Service Bureau to proceed under the timeline approved by the Work Group. Copies of the revised RFP will be mailed to members prior to its issuance.

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